

## Payroll Manager - B2B

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## Job Information

## Recruiter

Michael Page

## Job ID

1487505

## Industry

Electronics, Semiconductor

## Company Type

International Company

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

8 million yen ~ 14 million yen

## Refreshed

July 30th, 2024 09:59

## General Requirements

## Minimum Experience Level

Over 3 years

## Career Level

Mid Career

## Minimum English Level

Business Level

## Minimum Japanese Level

Fluent

## Minimum Education Level

Bachelor's Degree

## Visa Status

Permission to work in Japan required

## Job Description

As a Payroll Manager, you will be responsible for overseeing and managing the payroll operations for the Japan office. The ideal candidate will have extensive experience in payroll management for larger organizations, possess strong strategic and operational skills, and be fluent in both Japanese and English.

## Client Details

The client is a multinational company located in Central Tokyo with a stable business in Japan and overseas.

## Description

- Lead the accurate and timely processing of payroll and social insurance for all employees in Japan.
- Ensure compliance with all local payroll regulations and tax laws.

- Manage payroll-related reporting and audits.
- Develop and implement payroll policies and procedures.
- Lead and mentor the payroll team, providing guidance and support.
- Collaborate with HR and finance departments to streamline payroll processes.
- Handle escalated payroll issues and resolve discrepancies.
- Provide strategic insights and recommendations to improve payroll efficiency and effectiveness.
- Stay updated with changes in payroll laws and regulations and ensure the company remains compliant.
- Support the integration of new systems and technologies related to payroll processing.
- Maintain relationship with external partners

#### **Job Offer**

- Competitive package
- Various types of paid leave
- Insurance coverage

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Mika Lumayag on +813 6627 6059

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#### **Required Skills**

- Native-level Japanese and business-level English proficiency.
  - Extensive experience in calculating and managing payroll for larger organizations.
  - Proven managerial experience, with the ability to lead and develop a team.
  - Strong strategic and operational skills.
  - In-depth knowledge of local payroll regulations and tax laws.
  - Excellent analytical and problem-solving abilities.
  - Strong communication and interpersonal skills.
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#### **Company Description**

Michael Page is a leading professional recruitment consultancy specialising in the recruitment of permanent, contract and temporary positions.